



## Appendix D



**Appendix D-1:  
Storm Water Site Inspection Report**



[ ] Division  
[ ] Site

# Storm Water Site Inspection Report

Inspection Date: \_\_\_\_\_

Inspector: \_\_\_\_\_ Phone #: \_\_\_\_\_ Last Inspection Date: \_\_\_\_\_

Inspection Type: (circle one) Regular Rain Event Final

Weather: (circle one) Dry Rain Snow Icy

**Note: Keep this completed Report and accompanying Responsive Action Log with the Storm Water Plan ("SWP").**

## Outfalls, Entrances and Streets

A. <u>Outfalls</u> : Excess sediment or other pollutants controlled per SWP from leaving the Site?	Y	N	N/A
B. <u>Vehicle Tracking</u> : Installed and maintained per SWP?	Y	N	N/A
C. <u>Streets</u> : Excess soil kept off streets?	Y	N	N/A

## Storm Water Controls

D. <u>Erosion and Sediment Controls</u> : Installed and maintained per SWP?	Y	N	N/A
E. <u>Soil Stabilization</u> : Implemented and maintained per SWP?	Y	N	N/A
F. <u>Stock Piles</u> : Properly located and stabilized per SWP?	Y	N	N/A

## Non-Storm Water Controls

G. <u>Concrete, Stucco, Paint (etc.) Washouts</u> : Located, installed and maintained per SWP?	Y	N	N/A
H. <u>Solid &amp; Hazardous Wastes</u> : Trash, debris and hazardous materials properly managed?	Y	N	N/A
I. <u>Sanitary Waste</u> : Portable toilets properly located and maintained?	Y	N	N/A

## Storm Water Plan and Related Documents

J. Is the Site Storm Water Compliance Representative ("SSWCR") contact information provided on Site as required; if so, is it current?	Y	N	N/A
K. If required, is the Applicable Permit and/or NOI on Site?	Y	N	N/A
L. Is the SWP available on Site or its location posted as required?	Y	N	N/A
M. Does the SWP match current Site conditions?	Y	N	N/A
N. Are BMPs required by the SWP appropriate for existing Site conditions?	Y	N	N/A
O. If there have been any government inspections evaluating compliance with the Applicable Permit (NPDES only) since the last Site Inspection, have all issues been addressed in response to that government inspection?	Y	N	N/A
P. Was the Site Inspection Report from the last Site Inspection (1) signed by the SSWCR and (2) certified if and as required by the Applicable Permit?	Y	N	N/A



[ ] Division  
[ ] Site

# Storm Water Site Inspection Report

Inspection Date: \_\_\_\_\_

Q. Have all Responsive Actions from prior Site Inspections been timely addressed?                      Y                      N                      N/A

If "N", list all actions that were not addressed or are not yet completed (explaining why, if known):

(Note: For Responsive Actions identified during this Inspection, use the Responsive Action Log on the following page.)

Uncompleted Responsive Actions From Prior Inspections		
Responsive Action Number	Date of Inspection	Explanation

\_\_\_\_\_  
Name and Title of Inspector

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date

Include a certification in this space when required by the Applicable Permit, using the certification language required by that Permit.

If a Designee (e.g., storm water consultant) conducts the inspection, the Site Storm Water Compliance Representative must review and sign the completed Site Inspection Report below:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



[ ] Division  
[ ] Site

# Storm Water Site Inspection Report

Inspection Date: \_\_\_\_\_

## Responsive Action Log

(for Action Items found during this Inspection)

Ref #	Deficiency (Action Item)	Location	Addressed By	Date	Responsive Action Taken

Additional Comments:



**Appendix D-2:  
User Instructions for the  
Storm Water Site Inspection Report**



## **User Instructions for the Storm Water Site Inspection Report**

### **Background**

- The Storm Water Site Inspection Report form consists of the Site Inspection Report and any additional sheets that are needed to describe responsive actions taken to maintain compliance with the applicable federal or state storm water program and permit (referred to on the form as the “Applicable Permit”).
- Only the Site Storm Water Compliance Representative (“SSWCR”) or a designee acting on behalf of the SSWCR (usually a storm water consultant) is permitted to undertake the inspection required by the form. If the inspector is not a SSWCR or designee, then he or she may not conduct the inspection.
- The inspector must sign and date the completed Site Inspection Report in the signature block. If the inspector is not the SSWCR, then the SSWCR must review and sign the completed form in the space provided. The report should be certified if required by the Applicable Permit using the certification language required by that Permit.
- All completed Site Inspection Reports must be kept with the SWP. A copy of these instructions should also be kept with the SWP, although a copy need not be attached to each individual Site Inspection Report.
- Identify all responsive actions and needed maintenance items (i.e., answering “N” to any question on the Site Inspection Report) that you find. It is important to identify all deficiencies and then correct them in a timely manner.

### **Procedures**

- You must record the following information on each and every Site Inspection Report.
  - **Site Name:** Insert the name that is recorded on the Notice of Intent if that name has not already been imbedded in the top margins of the report form.
  - **Inspector:** Enter the name of the person performing the inspection.

- **Contact:** Enter the phone number of the inspector.
- **Inspection Type:** Circle the inspection type that represents the purpose of the inspection. Only one inspection type may be circled. An inspection is required in each of the following circumstances: (1) periodic as required by the Applicable Permit, (2) applicable precipitation event, or (3) the final inspection prior to filing of the Notice of Termination. Quarterly compliance inspections are also required by the Consent Decree and shall be recorded on a separate form.
- **Inspection Date:** Insert the date on which the inspection was performed on each page of the report form.
- **Last Inspection Date:** Insert the date the last inspection was performed, regardless of inspection type.
- **Weather:** Record the weather conditions at the time the inspection is performed, with a focus on precipitation.
- If you circle “N” in response to any question on the Site Inspection Report, you must explain the responsive action needed in the boxes provided on the last page of the form. If more space is needed to explain all responsive actions, attach additional pages as necessary, using reference numbers that correspond to that particular category. For example, A3 would refer to the 3<sup>rd</sup> responsive action item needed at an outfall. D7 would refer to the 7<sup>th</sup> item needed to address erosion and sediment control maintenance issues.

### **Outfalls, Entrances, and Streets**

- A. Outfalls:** Excess sediment or other pollutants controlled per SWP from leaving the Site?

You must verify that excess sediment or excess pollutants are not leaving the Site. You should check applicable BMPs at outfalls and other site perimeter controls, receiving water courses, and adjacent offsite areas for excessive sediment or other pollutants. Also note whether sediment or other pollutants in the outfalls are entering the Site from other sources.

- B. Vehicle Tracking:** Installed and maintained per SWP?

You must verify that exit/entrance controls are properly located, in working condition, and no repairs are necessary. You should check that exit/entrance controls (such as stone pads and rumble grates) for the construction entrances and other access points are in place and maintained as required by the SWP.



**C. Streets:** Excess soil kept off streets?

You must verify that the roads and gutters on or adjacent to the Site are free of excessive dirt and mud. You should also record excessive dirt and mud in any road or gutter from offsite sources.

**Storm Water Controls**

**D. Erosion & Storm Water Controls:** Installed and maintained per SWP?

You must verify that erosion and sediment controls are properly located and in working condition and that no repairs are necessary. You should check that erosion and sediment controls, such as, by way of illustration, linear barriers, soil stabilization techniques, sediment ponds/traps and inlet protection, are properly placed, appear to be working, and are maintained in accordance with the SWP.

**E. Soil Stabilization:** Implemented and maintained per SWP?

You must verify that exposed soil areas are stabilized as required. You should check that areas where construction activity has ceased or has been temporarily suspended are stabilized in accordance with the SWP.

**F. Stock Piles:** Properly located and stabilized per SWP?

You must verify that stockpiles are located and stabilized as required. You should check that stockpiles are located in areas where runoff to and from those stockpiles can be appropriately controlled and that they have been stabilized if required by the SWP.

**Non-Storm Water Controls**

**G. Concrete, Stucco, Paint (etc.) Washouts:** Located, installed, and maintained per SWP?

You must verify that concrete, paint, and other washouts are properly located, appear to be working, and are used and maintained in accordance with the SWP.

**H. Solid & Hazardous Wastes:** Trash, debris and hazardous materials properly managed?

You must verify that trash, construction debris, and other solid wastes and hazardous materials are managed as required. You should check that controls for the collection and storage of trash, construction debris and other solid and hazardous materials are properly placed, appear to be effective, and are maintained in accordance with the SWP.

**I. Sanitary Waste:** Portable toilets properly located, installed and maintained?

You must verify that portable toilets are provided and properly located. You should check that portable toilets are located off roads and away from gutters and inlets, and that they are properly anchored and maintained.

**Storm Water Plan and Related Documents**

**J. Is the SSWCR contact information provided on Site as required? If so, is it current?**

Check that the SSWCR's contact information is posted at a conspicuous location at the Site, such as the construction office, or at an entrance or exit if the Site does not have a construction office. The contact information should be current and accurate.

**K. If required, is the Applicable Permit and/or NOI on Site?**

Check to make sure that a copy of the Applicable Permit and/or Notice of Intent is available on Site if the Applicable Permit requires that information to be maintained on Site.

**L. Is the SWP available on Site or its location posted as required?**

Is the SWP at the construction office if the Site has one? If not, is the location of the SWP posted with or near the contact information for the SSWCR?

**M. Does the SWP match current Site conditions?**

Verify that the BMPs shown in the SWP for the applicable stage of construction are in place as required, and that the BMPs in the field match the SWP. This is best accomplished by reviewing the SWP before each Site Inspection and then comparing the BMPs described in the SWP with actual field conditions. If Site conditions or the SWP have changed, then the SWP or the BMPs in the field, respectively, must also be updated. It is not uncommon for minor updates to be required.

**N. Are BMPs required by the SWP appropriate for the existing Site conditions?**

Do the installed storm water controls appear to be working properly or do the field conditions require additional or different controls?

**O. If there have been any government inspections evaluating compliance with the Applicable Permit (NPDES) since the last Site Inspection, have all issues been addressed in response to those government inspections?**

If there has been an inspection by a federal, state or local official to evaluate a Site's compliance with the Applicable Permit, attach a copy of the inspection report if available and identify any maintenance issues or alleged violations that have yet to be addressed. Please note that this question is not directed at inspections conducted by local government officials pursuant to local ordinances or MS4 program requirements. This question applies only to inspections conducted by government officials pursuant to the federal NPDES storm water program (as implemented by the states in most instances).

**P. Was the Site Inspection Report from the last Site Inspection signed by the SSWCR and certified if and as required by the Applicable Permit?**

Did the SSWCR and the inspector (if the inspection was performed by someone other than the SSWCR) sign the last Site Inspection Report? In addition, if the Applicable Permit requires the Site Inspection Report to be certified by a duly authorized KB Home representative, confirm that the certification was provided in the form required by the Applicable Permit.

**Q. Have all Responsive Actions from past Site Inspections been timely addressed?**

You must review the last Site Inspection Report to determine if all Responsive Actions have been completed. For those actions that have not been completed, list the reference number and date of inspection for those actions on the current inspection form. You must also explain why those actions have not been completed, and indicate which of those items were not completed within the time allowed by the Applicable Permit. For example, identify weather delays, material shortages or subcontractor problems, if applicable, or other reasons why those actions have not been completed within the time allowed by the Applicable Permit.

Once a responsive action item from a prior inspection has been listed under Section Q, it should remain in Section P on future Site Inspection Report forms until completed; it should not be listed again as a new responsive action in Sections A thru P on the current or future inspection forms.